

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

OIS Conference, 15-17 April 1981 (U)

FROM:

Thomas H. White
 Director of Information Services
 1206 Ames Building

EXTENSION

NO.

OIS 81-281

DATE

24 MAR 1981

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

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MEMORANDUM FOR: Deputy Director for Administration

FROM: Thomas H. White
Director of Information Services

SUBJECT: OIS Conference, 15-17 April 1981

Max:

STAT 1. I would appreciate it very much if you would agree to be a principal speaker at the OIS Conference we plan to hold [redacted] in mid-April. I understand your desire to limit conferences to those that are absolutely necessary and I think our conference meets that criteria. As you know, we have recently completed negotiations with the other Directorates to expand our MI Career Sub-Group to encompass registry and records management positions, and we are in the process of absorbing the incumbents of those positions. This will be an opportunity for those incumbents who know little about us to find out who we are, what our work involves, and what is in store for them in the future. Many of them are skeptical and this will give them a chance to rub elbows in a relaxed environment and, I believe, will set them at ease with respect to their futures. Your presence at an evening session would go a long way in helping us achieve this objective.

2. The agenda for the conference includes sessions on responsibilities of OIS and its relationships Agency wide. In addition, we will have specialists presenting current status and future prospectives with respect to information handling. You could, of course, speak on any topic you want, but hopefully it would include something about your philosophy with respect to records and records services. We would appreciate it if you would plan to have dinner with us on 15 April and address the group from 7:00 to 8:30 p.m. If you accept, I can provide you with an outline with some suggestions for inclusion in your presentation if you wish.

STAT

[redacted]
Thomas H. White